



Completing the Final Effectiveness Rating Report for Evaluators

Process Overview:

1. Locate the Form in the Process View (Evaluators Only)

After highlighting the target educator in the top portion of the Process View, you will see his/her **Evaluation Profile** in the bottom portion of the Process View. The **Final Effectiveness Rating Report** can be found within the **Final Effectiveness Rating** component. Click the Complete Form icon to launch and submit the form.

Element Name	Schedule/Assigned Admin	Status
2014 Final Effectiveness Rating Report (Teacher)	Unassigned	Incomplete

Note: Teachers will access their own Final Effectiveness Rating Report from the “My Evaluation Cycle” page/tab. Once submitted, the form will be visible in both the left-side navigation menu (under the heading “Educator Info”), as well as in the tabbed task list at the bottom of the page.

2. Complete the Form

1. **Note:** With the exception of the optional Evaluator Comments at the bottom of the form, everything on the Final Effectiveness Rating Report is computed, requiring no input by the evaluator. In order to generate a final effectiveness rating the following forms must be completed: ***Classroom Observation(s)/Professional Practice Scoring Form (Building Administrator/Support Professional), Professional Foundations Scoring Form and Student Learning Results and Scoring Form.***

2. Review the imported data and the resulting computed values in the following sections: Professional Practice Rating, Professional Foundations Rating, Student Learning Objectives Rating, and the Final Effectiveness Rating. Ensure that all data displays as expected.
3. Add Evaluator Comments in the so-labeled, optional text area.
4. Click **Submit**. (Alternatively, to save the form so you can finish at another time, click **Save**.) By clicking **Submit**, the teacher will now be able to access the form from their “My Evaluation Cycle” page.




3. Form Acknowledgement

As per Form Settings, this form requires acknowledgement by the Evaluatee. That means he/she will receive an email notification once this form has been submitted. After receiving this email, the Evaluatee should log in to EPSS, review the form, and click the **Acknowledge** button at the bottom of the form so it can then be finalized by the Evaluator. This is also an opportunity for the Evaluatee to **Comment** on the form.

Educator Acknowledgement

(To be completed by the teacher)

I have read this form and have had an opportunity to comment. Clicking the **ACKNOWLEDGE** button is equivalent to an electronic signature. My signature does not signify agreement or disagreement.

 Print  Acknowledge  Comment

4. **Finalize the Form** (To be completed by the primary Evaluator):

The Finalize Element function is found in the **Evaluation Profile** of the Evaluator's **Process View**.

1. From the user's **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.



3. **Select:**

- “Finalize the element” and click Submit on the pop-up window to immediately finalize the form.

OR

- “Route to Administrator” and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating the form has been finalized or routed to another evaluator to finalize.

A screenshot of a web application window titled "Finalize/Route 2014 Final Effectiveness Rating Report (Teacher)". The window has a light blue header and a white body. Inside, there are two radio buttons for "Choose an action": "Finalize the element" (selected) and "Route to administrator". Below this is a "Notify User:" checkbox which is checked. Underneath is an "Administrator:" dropdown menu showing "Forand, Sandra". At the bottom is a "Notes:" text area. A "Submit" button is located at the bottom right of the window.